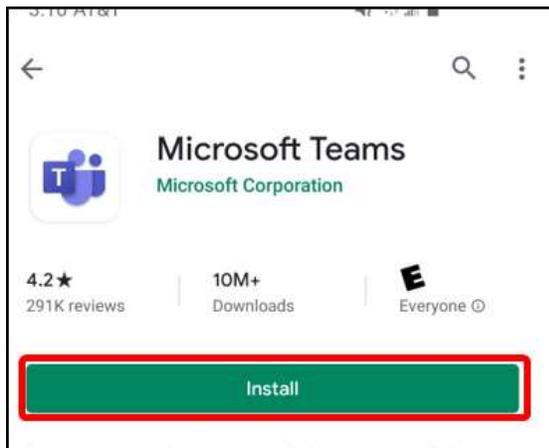
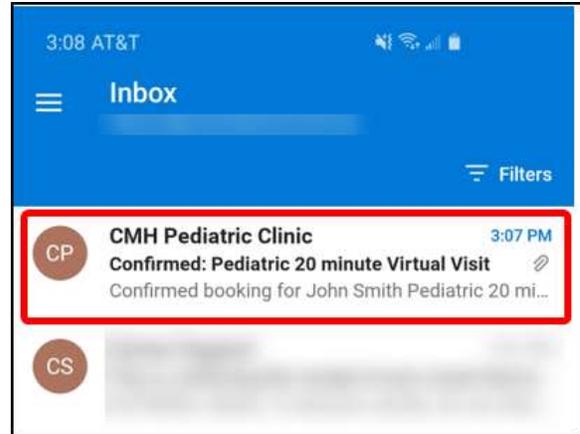




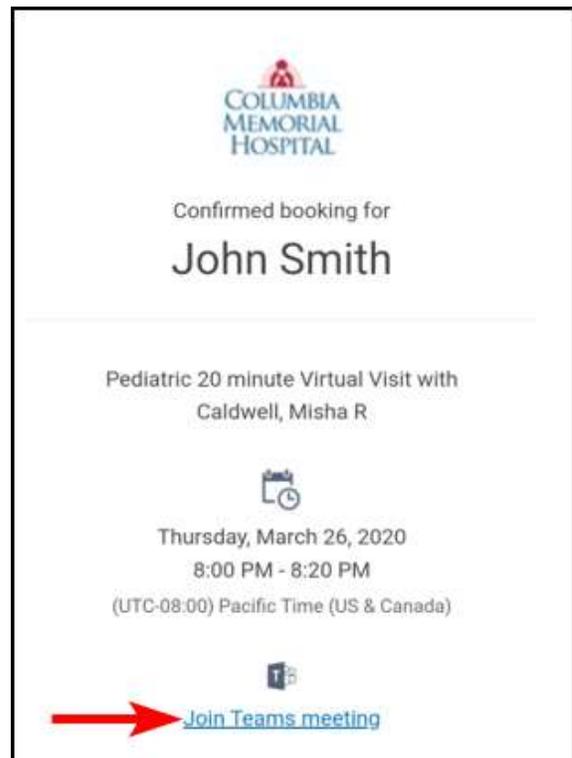
**Step 1: On your Android phone, you must first ensure the *Teams* application is installed. Download the *Teams* app from the Google Play store.**



**Step 2: With *Teams* installed, open your email for the invite**

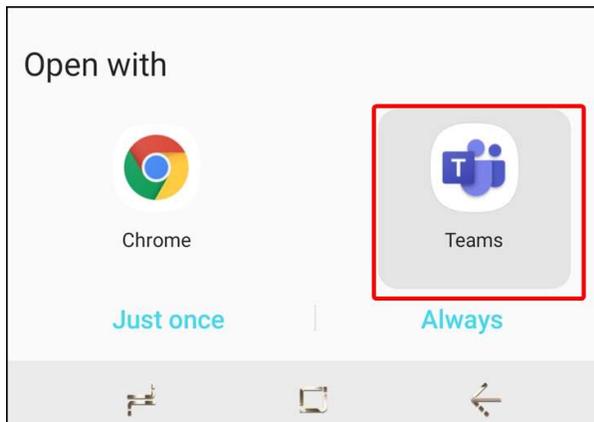


**Step 3: Open the *Join Teams Meeting* link from the email**

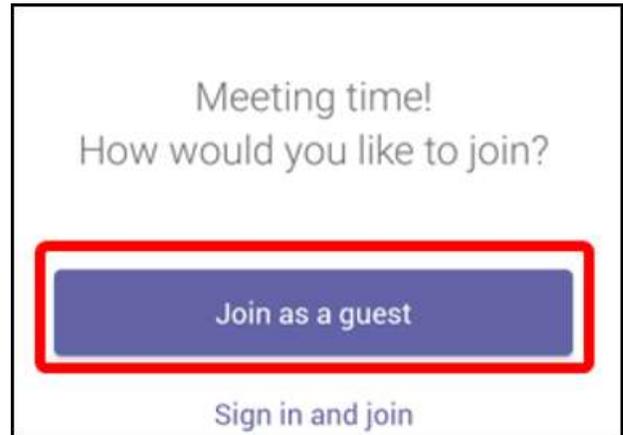


## JOINING A VIRTUAL APPOINTMENT: ANDROID

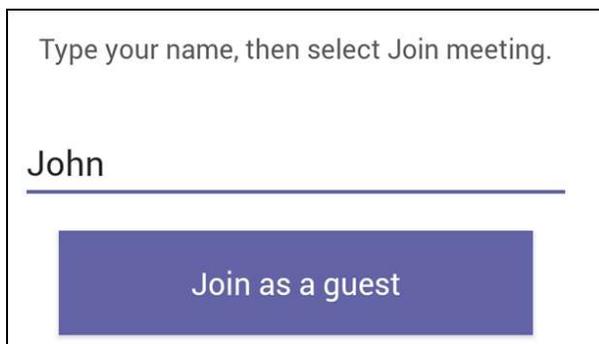
**Step 4: Open the meeting with *Teams***



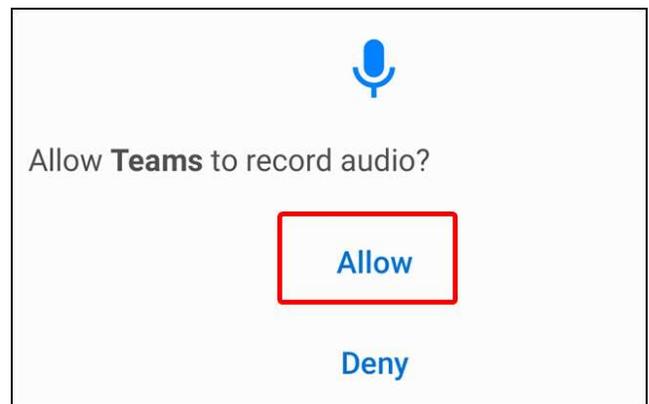
**Step 5: You will be brought to the *Teams* app. Click *Join as a guest*.**



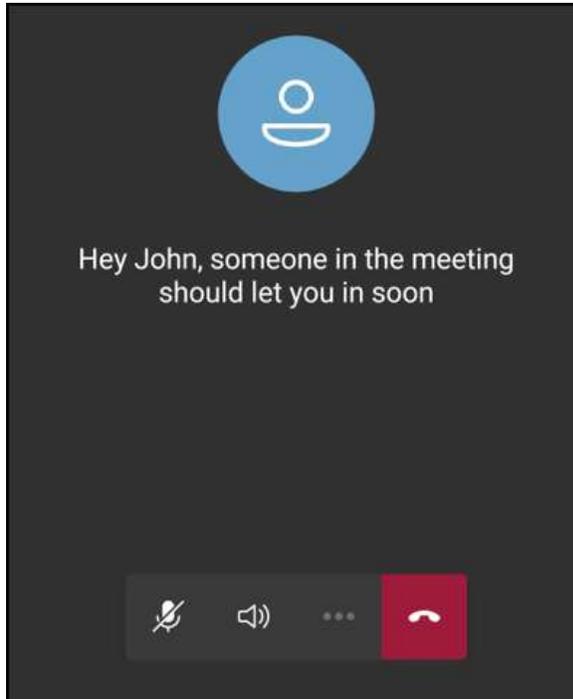
**Step 6: Type your name, then join**



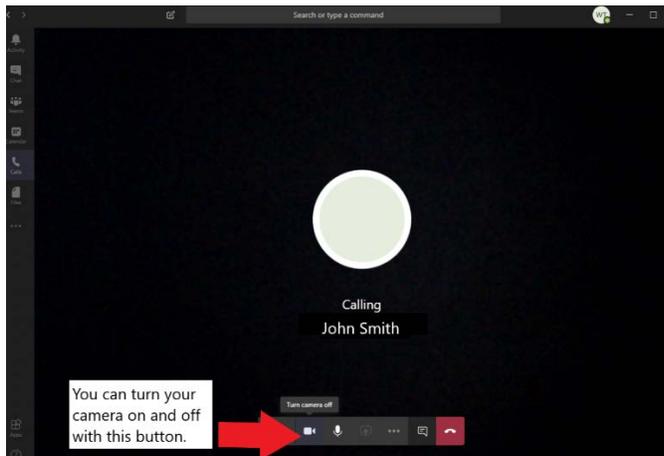
**Step 7: Click *Allow* for audio**



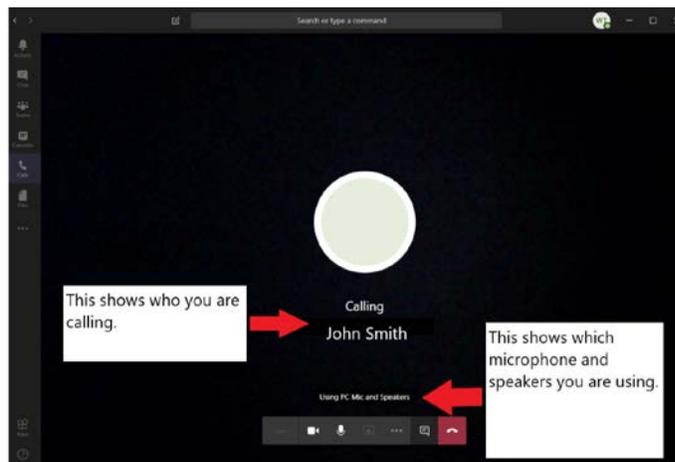
**Step 7: You will then be brought to the *Teams* lobby. The provider will let you in the meeting shortly.**



- Choose to turn Camera On or Off



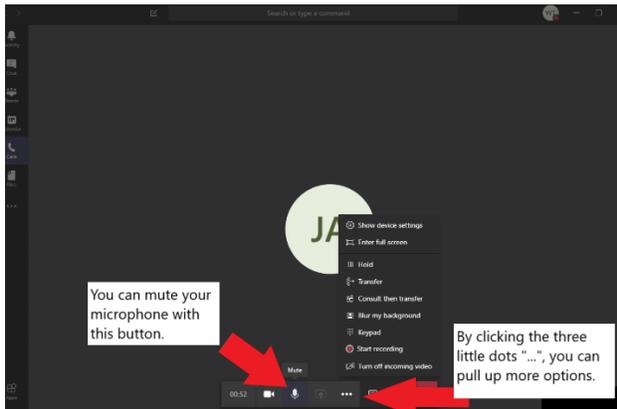
- Display shows who you are calling and what audio devices have been selected.



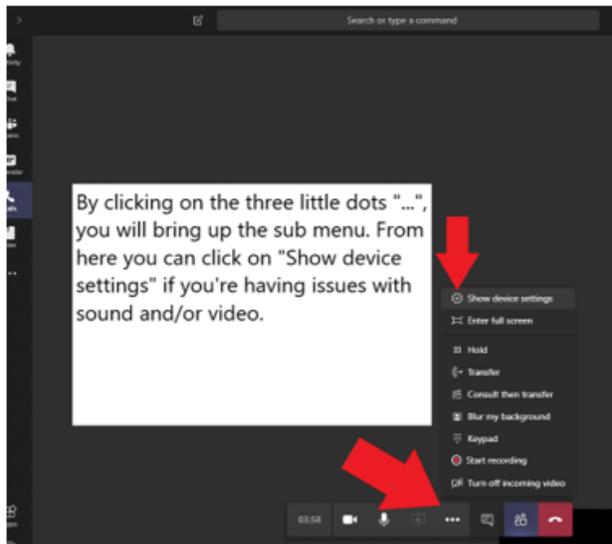
- If you are logged into teams on your desktop, you may see this sub screen pop up if someone is trying to call you.



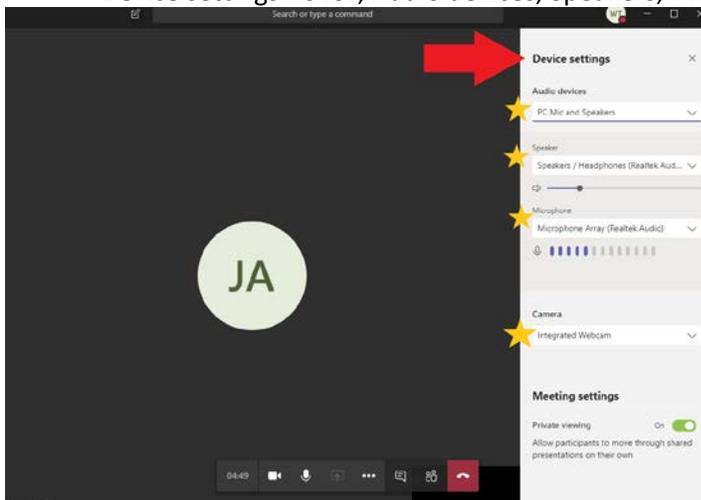
- Click the microphone to mute and unmute. The “...” will bring up a menu with more functions.



- User can click on “Show device settings” in case they are experiencing audio or video issues.



- “Device settings” is for; Audio devices, Speakers, Microphones and Camera.

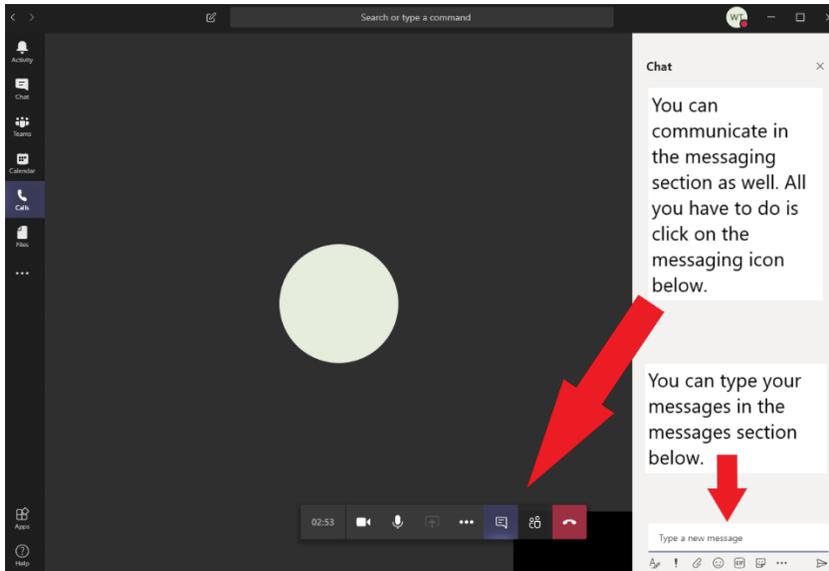


## IMPORTANT

\*\* The settings above may not reflect your individual device \*\*

\*\* Please make sure the correct device for your set up is selected \*\*

- If either party is experiencing communication issues, messaging is an option. Click on messages to open conversation.



- When finished with the call; click the red icon to hang up.

